

Virginia Department of Agriculture & Consumer Services

Specialty Agriculture Research Grant Disbursement Guidelines

Grants will be paid on a reimbursement basis upon submission of a signed payment request form (attached) and adequate supporting documentation. Reimbursement requests shall be submitted not more frequently than on a quarterly basis.

Adequate supporting documentation satisfactory to Virginia Department of Agriculture & Consumer Services (VDACS) staff shall be attached to all reimbursement requests and must include itemized invoices or substantially similar information from goods purchased or services performed based on the budget submitted with the application or revised budget approved by VDACS.

Up to 10 percent of the final payment amount may be withheld until the final grant report is received.

In extraordinary circumstances, advance funding rather than reimbursement may be provided for grant awards. Guidelines for advance funding are set forth separately and any determination to provide advancement is in the sole discretion of VDACS.

Prior to receiving any grant funds, the Grant Recipient shall have signed the attached Letter of Agreement ("Agreement") and shall have returned such Agreement to VDACS.

Authorization to make all determinations and payments under these guidelines is hereby delegated to the Commissioner of Agriculture or the Secretary of Agriculture & Forestry.

--- Effective November 3, 2005